

SECTION 00011
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: MULTI-MEDIA TECHNOLOGY RENOVATIONS

A. Belding Area Schools (Owner) is seeking bid proposals for multi-media infrastructure upgrades, multi-media equipment and digital video system. Proposed systems shall be configured and installed to service Owner's classrooms across multiple instructional facilities, and as described herein.

B. Project: MULTI-MEDIA TECHNOLOGY RENOVATIONS

C. Owner: Belding Area Schools
1975 Orchard Street
Belding, Michigan 48809

D. Designer: Communications by Design, Inc.

E. Sites of Work:

1. Administration, Early Childhood & Adult Education Building
1975 Orchard Street
Belding, MI 48809
2. Belding High School
850 Hall Street
Belding, MI 48809
3. Belding Middle School
410 Ionia Street
Belding, MI 48809
4. Ellis Elementary
100 W. Ellis
Belding, MI 48809
5. Woodview Elementary
450 Orchard Street
Belding, MI 48809

1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.

B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.

C. Schedule:

1. Request for Bid Distributed: Monday January 24, 2011
2. Pre-bid Meeting: February 3, 2011 at 9:30 AM
3. Intent to Bid Forms Due: February 7, 2011 by 4:00 PM
4. Question and Clarification Deadline: February 7, 2011 by 4:00 PM
5. Public Bid Opening: February 22, 2011 at 11:00 AM

1.03 TYPES OF PROPOSALS

A. Bids shall be submitted in total and with required detail for each item bid and as is required herein, and include all portions of the work identified for the individual bid package as specified herein. Proposals shall be made on unaltered proposal forms as included herein. Bidder shall fill in all blank spaces and the proposal shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

1.04 PRE-BID CONFERENCE

A. A pre-bid conference will be held. A discussion of the project and review of bid documents will be followed by a site review and an opportunity to ask questions. Attendance is highly encouraged for all contractors interested in bidding on any components or portions of this project. Attendance at the pre-bid conference will be a factor considered during evaluation of bids.

B. Time: 9:30 AM on February 3, 2011

C. Location: Belding Area Schools
Administration Building
1975 Orchard Street
Belding, Michigan 48809

D. Any drawings identified in the table of contents herein will be distributed and reviewed at this conference.

1.05 TIME AND PLACE OF BID RECEPTION

A. Physically sealed proposals for the base bid work will be received at the district office and read aloud at a public opening. Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning

forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.

B. Bid Receipt Deadline: 11:00 AM on February 22, 2011

C. Bid Receipt Location: Belding Area Schools
Administration Building
1975 Orchard Street
Belding, Michigan 48809

D. Faxed or electronically delivered bids will not be accepted.

1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS

A. Specifications and Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request to Communications by Design, Attn: Carl VanderZee. Requests may be made by:

1. Writing – PO Box 499, Ada, Michigan 49301
2. Email – rszilagy@cbdconsulting.com
3. Fax - 616-588-6251

1.07 BID SECURITY

- A. Bid security equal to five percent (5%) of the total bid amount, must accompany each base bid in accordance with the Instruction to Bidders.
- B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

1.08 PERFORMANCE BOND COVERAGE

- A. Selected Contractor(s) will be required to provide a performance bond and payment bond in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion. Such bonds shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.

1.09 OWNER'S RIGHT TO REJECT PROPOSALS

- A. The Owner reserves the right to reject any and/or all proposals. The Owner reserves the right to accept a bid, or portion thereof by issuance of a valid purchase order within ninety (90) calendar days following the bid opening. No bids may be withdrawn during this time without the specific approval of the Owner.